

Date: November 1, 2010 (No Passwords Included)

To: Administrators of Wisconsin Public School Districts, Non-District Sponsored (2R) Charter Schools, CESAs, CCDEBs, DOC, DHFS and the Schools for the Deaf and Visually Impaired

From: Tiffany Boyd, Data Management and Reporting Team

Subject: **2010-2011 PI-1202 Fall Staff Report**

Please forward this memorandum to the staff member responsible for completing the PI-1202 Fall Staff Report. **The deadline for the 2010-11 report is Friday, December 17, 2010.** The PI-1202 is a web-based application. The link to the web-based application is listed on the website above. The 2010-11 application will become available sometime Thursday, November 4, 2010. The PI-1202 Data Definitions and Instructions, Position/Assignment Table, and highlighted changes to the application are available on the web site. Bookmark this web site for future reference. Report the staff data as it was on the third Friday in September, 2010, reflecting the 2010-11 school year.

**As special education staff licensure checks for the payment of state categorical aid are made from the PI-1202, it is important that all special education staff hired by the agency and working on the third Friday in September be reported.** To avoid audit exceptions, please pay careful attention that assignments are reported correctly. Accurate and timely submission of the report is very important in ensuring prompt payment of state special education categorical aid.

Please note your district's Education Agency and password above. The password is case sensitive. It is 7-8 characters long.

If you have problems with the definitions or software instructions, contact the help line at 608-267-3166. We try to answer all calls, but if you get our voice mail, please leave a message and we will return your call as soon as possible. Or you may submit a ticket via an online helpdesk tool that can be found on the following web page: <http://www.dpi.state.wi.us/lbstat/helptool.html>. If you already have an account set up because you used the tool for one of our other web-based applications, you do not have to establish a new account. At this time you can still email us at [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov). Please include district name and PI-1202 in the subject line.

For the 2010-2011 school year the PI 1202 Active Staff, Audit Error, and Special Education Audit Error Reports will be provided as PDF documents on the DPI web site only. When the reports have been reviewed by DPI staff, your district will receive an email informing you to login so you may open, print, or save each report. If you have questions regarding the change in processes for the audits, contact Teacher Education, Professional Development and Licensing Team at 608-266-1028.

Thank you in advance for your effort in providing this data to us.

cc: Directors of Special Education and Pupil Services  
Charter Authorizer Contacts

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